

GOVERNMENT RELATIONS DIRECTOR

DISTINGUISHING FEATURES

The fundamental reason the Government Relations Director exists is coordinate the City's Intergovernmental Relations Program, continually seeking to provide better and more timely information and helping to formulate well-considered City responses to regional, state, and federal issues that affect Scottsdale. This classification supervises all staff of the Intergovernmental Relations Office. Work is performed under general direction by the City Manager.

ESSENTIAL FUNCTIONS

Coordinates development, approval, and advocacy of the City's position on proposed federal and state legislation and regulations.

Undertakes detailed systems development and program evaluation studies. Develops solutions to complex administrative problems. Interprets federal, state and City statutes, ordinances, rules and regulations. Makes rational decisions in accordance with established policy.

Provides high-quality information and effectively communicates both orally and in writing with the City Council, City Manager, and staff to seek policy direction. Effectively communicates both orally and in writing with elected representatives whose districts include Scottsdale.

Acts as the City's Designated Public Lobbyist and is responsible for filing quarterly and annual reports with the Secretary of State.

As Contract Administrator and primary contact for the City's Washington Assistant, continually seeks to provide highest quality information and assistance to the City regarding federal issues.

Promotes a team approach and shared responsibility among City departments in developing and advocating City positions on Intergovernmental issues. Promotes teamwork in Scottsdale's participation in regional governance and problem solving, especially participation in the Maricopa Association of Governments.

Assists Mayor, City Council, City Manager and City departments in contacts with Maricopa County, other cities, the Salt River Indian Community, and other regional governmental entities.

Administers the Intergovernmental Relations Office by planning, organizing, and directing the work of employees while emphasizing a quality work environment and respect for individual employees.

Prepares and administers IGR and Legislative budgets in a fiscally responsible manner.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The principles and practices of intergovernmental relations, governmental organization, municipal grant administration, budgeting and finance, federal and state legislative functions, and organizational structures.

Ability to:

Produce written documents with clearly organized thoughts using proper sentence structure, punctuation, and grammar.

Operate a variety of standard office equipment, including a personal computer, which require continuous and repetitive eye and arm or hand movement.

Establish and maintain effective working relationships with political officials, City Officials, co-workers, and the general public.
Maintain regular and consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to five years of recent experience in public administration, including some experience in Intergovernmental Relations and a Bachelor's degree and course work leading to a Masters degree from an accredited college or university in Public or Business Administration, Political Science or a related field.

FLSA Status: Exempt

HR Ordinance Status: Unclassified